

AGENDA



Thursday, January 17, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 15

Subject: Authorize award and execution of a 24-month requirements supply contract through U.S. Communities Government Purchasing Alliance, Los Angeles County, CA, with OFFICE DEPOT, Austin, TX for the purchase of office supplies, printer equipment and supplies, and office equipment in an amount not to exceed \$5,200,000, with one 24-month extension option in an estimated amount not to exceed \$5,596,500, for a total estimated contract amount not to exceed \$10,796,500.

Amount and Source of Funding: Funding in the amount of \$1,733,333 is available in the Fiscal Year 2007–2008 Operating Budgets for all City Departments. Funding for the remaining 16 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note: A fiscal note is not required.

For More Information: Mary Quintero-Herrera, Senior Buyer, 512-974-3266

Purchasing Language: Cooperative Purchase.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 791 of the Texas Government Code and no goals were established for this solicitation.

This contract will provide a reliable source of office supplies and recycled white copy paper for use by all City departments. Office Depot will warehouse all items and deliver orders to approximately 400 City locations and the vendor is required to provide any type of item on an as needed basis with next day desktop delivery.

There are approximately 900 different items purchased under this contract that are standard office supplies (e.g. rubber bands, binders, tape, paper clips, correction tape, file folders, staples, pens, pencils, Post-it notes, etc.) used on a daily basis. In addition to the standard office supplies, Office Depot also provides printer equipment and supplies (e.g. toner cartridges, inkjet cartridges and printer ribbons). This portion of the contract is estimated to be approximately \$1,109,211 annually. The contract also includes recycled white copy paper and continuous feed computer paper. This portion of the contract is estimated to be approximately \$699,914 annually.

Even though several hundred items are included in the catalog, a large number of items are restricted and cannot be obtained by the City under this contract. These include items such as high tech electronics, food, and furniture. The contract includes a rebate provision that returns 5% per year to the City based on annual expenditures and for utilizing a web-based ordering system.

The U.S. Communities Government Purchasing Alliance was established as a national structure for government agencies to make use of their collective purchasing power, and this purchase is authorized under the provision of the Interlocal Cooperation Act, Chapter 791, Texas Government Code. Los Angeles County, California was the lead participating agency that issued a competitive solicitation and awarded a contract to Office Depot, Inc. that provides a purchasing forum for public agencies nationwide.